



CLARK COUNTY HOUSING OPTIONS STUDY AND ACTION PLAN

DRAFT Project Advisory Group Charter

January 2021

Project Purpose

Housing is at the core of vibrant communities, supporting downtowns, job growth, and institutions. However, Clark County and other communities across Washington are struggling to provide the variety and quantity of housing options that residents need. The County Council has taken some steps to allow more flexibility for the development of certain housing types and is interested in finding additional ways to encourage the creation of more diverse housing types that are attainable to people with a variety of household incomes.

The Clark County Housing Options Study and Action Plan will identify housing challenges within the unincorporated Vancouver Urban Growth Area and opportunities to encourage development of housing that is affordable to low and moderate-income households through the removal of regulatory barriers and/or implementation of other strategies. These strategies are needed to help ensure future generations have access to affordable, quality and diverse housing opportunities.

Project Advisory Group Charge

The Project Advisory Group (PAG) will guide the development of recommendations, to be reviewed and considered by the public, the Clark County Planning Commission and County Council, encouraging the creation of additional housing types within the unincorporated Vancouver Urban Growth Area. The PAG will also help inform and provide project information to the greater community. Their specific charge is to:

- Provide a broad and diverse set of perspectives to ensure community support for the Clark County Housing Options Study and Action Plan.
- Help develop recommendations to be finalized in the Clark County Housing Options Study and Action Plan.
- Advise on and help implement public involvement strategies.
- Inform and engage constituencies, communities and civic organizations.

Composition

The PAG will be comprised of approximately 20 members who represent a broad spectrum of the Clark County community. The membership shall include those most vulnerable to rising housing costs and displacement, people working in the housing industry, and parties responsible for implementing housing-related regulations. The invited stakeholders represent the following:

- City of Vancouver representative
- County Council liaison(s)
- Communities of color



- Community/neighborhood group
- For-profit housing development
- Houseless community advocate
- Housing feasibility and financing
- Innovative home building
- Large employer
- Nonprofit housing development
- Older adults /Aging in Place
- Persons with disabilities
- Public housing development
- Real estate
- Schools
- Youth

Responsibilities

PAG Members

- Prepare for and participate in approximately 10 meetings
- Review and comment on work products.
- Guide public outreach and engagement efforts.
- Act as liaisons to specific constituencies or interest groups.
- Host public events.
- Encourage community members to participate in the process.

County and Consultant Team Staff

County and consultant team staff will prepare for and facilitate all meetings of the PAG, distribute meeting materials one week in advance of meetings, and provide technical and staff support as needed to facilitate discussion. County and consultant team staff will help ensure PAG members adhere to the charter.

Decision-Making Process

A majority of the members shall constitute a quorum for the conduct of PAG business. The PAG will endeavor to reach consensus on recommendations. Consensus is defined as a participatory process whereby representatives seek to reach agreement on a mutually acceptable course of action. Decisions are made by agreement rather than by majority vote where representatives agree to support, accept, live with, or agree not to oppose the decision. The key to success is commitment to work for consensus, meaning members will participate fully in the process, seek to understand the interests of all, and work together to find solutions for all.

Expectations for the decision-making process include:

- Facilitator and PAG members will strive for consensus on recommendations.
- If members are silent, it means that they agree or can live with it.
- Members agree not to revisit a decision or agreement that has already been made unless a majority of the PAG agrees.

If consensus for a proposal is not reached, the group will explore whether modifications to that proposal can help achieve consensus. If modifications to the original proposal are viable, the group will entertain another proposal. Regardless of meeting outcomes, all views will be recorded in the meeting summaries and forwarded to decision-makers along with recommendations.

Open Meetings and Process

Regular meetings of the committee are not public hearings. All meetings will be open to the public. Due to COVID-19, PAG meetings will take place remotely until they can be held safely in person. PAG members will need access to a computer with internet and have the ability to use Zoom web meeting software. Should in-person meetings become an option during the project, PAG meetings would take place at the Public Service Center, 1300 Franklin St, Vancouver.

Virtual meetings will be recorded and posted to the County's website at <https://clark.wa.gov/community-planning/housing-project-advisory-group>

Ground Rules for Meeting Conduct

All participants agree to act in good faith in all aspects of PAG and planning discussions. This includes being honest and refraining from undertaking any actions that will undermine or threaten the process. This includes behavior outside of meetings.

Expectations for behavior of PAG members during and outside of meetings include:

- Be respectful at all times of other representatives and audience members. Listen to each other to seek to understand the other's perspective, even if you disagree. One person will speak at a time. Side conversations and other meeting disruptions will be avoided.
- Bring your concerns into this process to be addressed.
- Refrain from personal attacks and maintain a respectful tone even if highlighting different perspectives.
- Being mindful of these ground rules in any written communications, including e-mails, blogs and other social media. Remember that social media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the project team.
- Individual PAG representatives agree to not present themselves as speaking for the PAG without specific direction and approval by the PAG.
- Non-members may attend meetings as observers, provide comments during public comment periods, and submit written comments for distribution to the PAG, but may not otherwise participate in the PAG deliberations.

Communication

If contacted by the media, PAG members agree to refer contacts for project information to Jacqui Kamp, Jacqui.Kamp@clark.wa.gov. If interviewed, members agree to clearly represent their own opinion when communicating with the media and to not represent the opinions of the project or PAG.

Outside information to be shared with the entire PAG should be sent to Jacqui Kamp for distribution to the team.

Timeframe

PAG members will meet monthly from January through September 2021. Clark County Planning Commission and County Council will hold noticed public hearings between November 2021 and March 2022 to consider project recommendations. The final Clark County Housing Options Study and Action Plan is expected to be adopted in March 2022.